

Minutes Tempe Historical Museum Advisory Board November 1, 2012

Minutes of the Tempe Historical Museum Advisory Board recorded at 4:05 p.m. on October 4, 2012, within the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ.

(MEMBERS) Present: City Staff Present:

Bob McKinley, Chair Dr. Amy Douglass, Manager, Tempe History Museum
Mark Hubble Barbara Roberts, Assistant Director, Community Services

Angela Lopez

Shirley McKean <u>Guest(s) Present:</u>

Dr. James Schoenwetter, Vice Chair none

Jennifer Wagner

(MEMBERS) Absent:

Mary O'Grady Gerald Woodward

Meeting convened at 4:05 p.m. Bob McKinley, Tempe Historical Museum Advisory Board Chair, called the meeting to order.

Agenda Item 1: Consideration of the October 4, 2012, Meeting Minutes

- Bob McKinley, Tempe Historical Museum Advisory Board (Museum Board) Chair, presented the *October 4, 2012*, Museum Board *meeting minutes* to the Museum Board members for review and consideration.
- MOTION: Jennifer Wagner moved to approve the October 4, 2012,

Museum Board meeting minutes document as presented.

SECOND: Dr. James Schoenwetter, seconded.

DECISION: October 4, 2012, Museum Board meeting minutes document

approved as presented.

Agenda Item 2: Communications Report

- Dr. Amy Douglass, Tempe History Museum Manager, stated that the *Arizona Republic* published an article about the museum that was very nice coverage.
- Annual Larry Campbell Tree of Lights is coming up. Dr. Douglass explained that
 donations are made to honor or remember someone on a light and/or ornament. The
 proceeds go toward funding the oral history program. Dr. Douglass passed around the
 light/ornament order forms to the board members. The reception will be on December 9.

Agenda Item 3: Four Disciplines of Execution Goal

- Dr. Douglass summarized the upcoming changes in the exhibit gallery:
 - Living Together: African American biographies will be added; the recipients
 of the City of Tempe Diversity Award up through 2012 will be added to the
 exploration station
 - Surviving in the Desert: new prehistoric artifacts from the Archaeological Research Institute will be installed in the large case at the front of this area.
 - College Town: more on the role of ASU in fostering diversity in Tempe will be added to the large exhibit case; artifacts will be taken on loan from ASU.
 Additional examples groundbreaking research that is coming out of ASU will be installed on the exploration station.
 - Building our Community: more historic buildings (even some that have been demolished) and biographies of historically significant people will be added to the exploration station. Also, displays on cotton agriculture and Tempeans who served in the Spanish American War will be installed in the large case.

Agenda Item 4: Accreditation Process

- Dr. Douglass stated that the museum is in the phase of completing the five major documents that are required by the American Alliance for Museums (AAM) for accredited institutions.
- There are four documents that the Museum needs to either finalize or create:
 - Collections Management Policy: A few sections need to be revised or updated. The Policy, Procedures and Accessions Committee will have a meeting this month to initiate this process. Board member Angela Lopez will be a reviewer as well. Once the revisions have been completed, the entire document will be brought before the Museum Board for approval.
 - Code of Ethics: Museum Board member Mary O'Grady will be working with Dr. Douglass to create this document.
 - Strategic Plan: Dr. Douglass stated that she would like to wait until the first of next year to begin working on the plan due to the upcoming holiday season.
 - Disaster Preparedness Plan: A staff committee is working on a plan for the facilities on the community complex and the Tempe Center for the Arts. Additional sections of the plan will have to address the special needs of the museum. Dr. Douglass asked if any of the board members would be interested in searching for examples of disaster preparedness plans from other institutions. Museum Board member Angela Lopez volunteered to do some online research. Museum Board member Dr. James Schoenwetter also volunteered to search for examples.
- Dr. Douglass stated that, once all four documents are completed, they can be sent, along with the mission statement (the fifth required document) to AAM for final approval.

Agenda Item 5A: Report - Public Programs Representative

- Shirley McKean, Public Programs Committee representative, reminded the board that on Saturday, November 3 there will be a free Concert for Peace by the Pangean Orchestra featuring musicians from around the world.
- TEDx Tempe will be returning on November 8 with a series of presentations.

- A concert and food festival will be held on November 17. Music will be provided by a high school string quartet as well as a professional string quartet. It will feature homemade food for sale as a fundraiser for Tempe's homeless. S. McKean invited the Board members to participate by bringing in bake sale items.
- S. McKean described the last *Third Thursdays* presentation by architect Will Bruder and the upcoming talk by Greg Esser.

Agenda Item 5B: Report - Policy, Procedures and Accessions

- Museum Board member Jennifer Wagner, representative on the Policy, Procedures and Accessions Committee (P. P.A.), presented the Museum Board members with a report on deposits, acquisitions and loans in October, 2012.
- The Chandler Museum has borrowed the exhibit graphic panels from *Lessons from the Hohokam: Our Future with Water.* They will be displayed at the McCullough-Price House next spring.
- The more than 7,000 images from the Jan Young photographic collection have been catalogued ahead of schedule.
- J. Wagner reported that the Museum had received 17 provisional deposits as of October. They include a collection of flour sacks from Hayden Flour Mill. J. Wagner further noted that there were no new acquisitions in October.

Agenda Item 5C: Report - Tempe Historic Preservation Commission

There was no report.

Agenda Item 5D: Report - Tempe Historical Society

- Anne Chandler, representative to the Tempe Historical Society Board (Society Board), was not present. Dr. Douglass read A. Chandler's report in her absence.
- The Tempe Historical Society (THS) had its annual board retreat on October 5th, 2012. The topics discussed were:
 - How to ensure a future for the Tempe Historical Society
 - How to create interest and excitement about the Society
 - What can they do that the museum cannot do
 - Marketing priorities
 - o Why they need to raise money and what will it be used it for
- The retreat generated the following actions to be taken:
 - Donate THS inactive/historical files to the museum
 - Create a marketing committee that will meet and report to the THS board in November
 - Secure physical space for the THS
 - Have a phone number that people can call for questions about the THS
 - Determine how much money the THS has raised since inception and how much was contributed to the museum.
- The next lunch talk will be on Wednesday, November 14, at 11:30 in the museum community room and will feature Dr. Chris Smith, associate professor of history at ASU, who will give a presentation on Presidential Campaigns, Campaign Politics, and Campaign Buttons over the last century.

- Future lunch talks will feature "Outrageous Arizonans;" "The True Story of the Apache Leap Legend;" "How Arizona Got its Shapes and Borders;" and "The History of the Mesa Grande Ruins."
- The THS newsletter for fall 2012 is now in print and is available at the museum's front desk.
- Social Media/Website efforts continue.
- Ways to increase membership will be addressed by the newly formed ad hoc Marketing Committee and brought to the THS board.

Agenda Item 5E: Report - Oral History Program

- Bob McKinley, Museum Board Chair and Oral History Program representative, reported that Susan Jensen, Oral History Program Volunteer, completed 49 transcriptions totaling 968 pages within the time frame of March, 2011, through October, 2012. She will attend the next meeting of the Oral History Committee to discuss how she does transcription.
- Oral history transcriptions are being scanned as pdf files for future addition to the museum web site.
- B. McKinley further reported that an interview was begun with *Dr. John Gilliland*, longtime Tempe physician. The interview had to be suspended and will be completed at a later date.
- There are no new nominations to report.
- The next meeting of the Oral History Committee is scheduled for Wednesday, December 5 at 3:30pm in the board room

Agenda Item 6 - Board Member Announcements

• Bob McKinley noted that the Questers Quilt Show will be this Saturday, November 3 at the Elias-Rodriguez House.

Agenda Item 7 - Future Agenda Items

There will be election of board officers at the December meeting.

The next meeting of the Tempe Historical Museum Advisory Board is scheduled to take place at 4 p.m. on December 6, 2012, in the Tempe History Museum Board Room, 809 E. Southern Avenue, Tempe, AZ, 85282.

Meeting adjourned at 4:50 p.m.

Prepared by: Dr. Amy Douglass, Tempe History Museum Manager

Bob McKinley, Chair
Tempe Historical Museum Advisory Board